

**Work Order Number:**

EP-W-10-01

06

RW

E300

A6JP/OU00

02

00257.02

**ENFORCEMENT SUPPORT SERVICES IV****WORK ORDER REQUEST FORM****Request Date:** 09/24/2014

Work Order Number is styled as follows: contract number, region, two digits for Task Order code (COTR initials), next four digits for work order activity code, next nine digits for Site Spill number / operable unit, two digits for Task Order Number, and finally the work order number, including two digits beyond a decimal for amendments.

Example Work Order Number: EP-R6-11-10 - 06 - PM - B2c0 - 06GZ/OU01 - 04 - 12345.12. COTR will attach the single checklist associated with the Work Order Form within the PDF file of the Work Order Form. The filename of the Work Order Form should be formatted as:

COTR's first initial and last name\_Task Order #\_Work Order Activity Code\_SSID\_Date mm dd yyyy\_worf original.pdf.

Example WO filename: pmiller\_04\_B2c0\_06GZ\_06 30 2010\_worf original.pdf. The filename of the attached checklist should be formatted as:

COTR's first initial and last name\_Task Order #\_Work Order Activity Code\_SSID\_Date mm dd yyyy\_checklist.

Example Checklist filename: pmiller\_04-B2c0\_06GZ\_06 30 2010\_checklist.pdf.

B1a1 Title Search

B1a2 Operational History Search

B1a3 Regulatory History Search

B1a4 Technical Search

B1a5 Corporate History Research and Analysis

B1b1 Cost Packages

B1b2 WPD Packages

B1b3 Waste-In/Allocation Develop. and Reports

B1b4 PRP ID Summary &amp; Contact Info.

B1b5 Financial Research and Reporting

B1b6 Settlement Negotiation Assistance

B1b7 Expert Witness

B1b8 Compliance Review for SF

B2a0 Document Organization

B2b0 Summary Document Preparation

B2c0 EFMC: Facility and Collections

B3a1 Mass Mailings

B3a2 Research Addresses

B3b1 Appraisals

B3b2 Surveys

B3c1 Legal Support

B3c2 Serve Process

B3d1 Negotiation Meeting Support

B3d2 Conduct Research

B400 Close Out Memo

C100 New Administrative Records

C200 Audit Existing ARs

C300 AR Training

C400 AR Procedures

D100 FOIA Response

D200 FOIA Training

E200 Scanning Preparation

E300 Digital Conversion

E400 Indexing / Metadata Extraction

F100 Field Imaging

F200 Website Development

F300 Financial Analysis Software Testing

G100 EPA Events

G200 Materials Preparation

**Site Name:**

CES PACES

**Site Location (State,County, City):** Texas, Jefferson, Port Arthur**Brief Description of Work:**

Redact approximately 350 documents containing 357,821 pages for any privacy information, create 700 documents in SEMS-DMS, create 10 DVDs containing the redacted documents, and deliver to Mr. Werner.

**Work Requested By:****Name:**

Robert Werner

**Ext:**

6724

**Email:**

werner.robert@epa.gov

**Signature:**

copied on email

**EPA COTR:****Name:**

Dwayne Patrick

**Ext:**

6582

**Email:**

patrick.dwayne@epa.gov

**Signature:**

/s/

**EPA PO:****Name:**

Will LaBombard/LaMonica Collins

**Ext:****Email:****Signature:**

copied on email

**Contract Project Manager: Name:**

Tom Malooly

**Ext:**

6781

**Email:**

malooly.tom@epa.gov

**Signature:**

copied on email

**Deliverable(s): See Attached Checklist****Estimated Hours:** 2,385**Priority:**

1

**CC: Project File****Work Order File**

1 - Expedited 2 - Other